CHAPTER 15

REPORTS

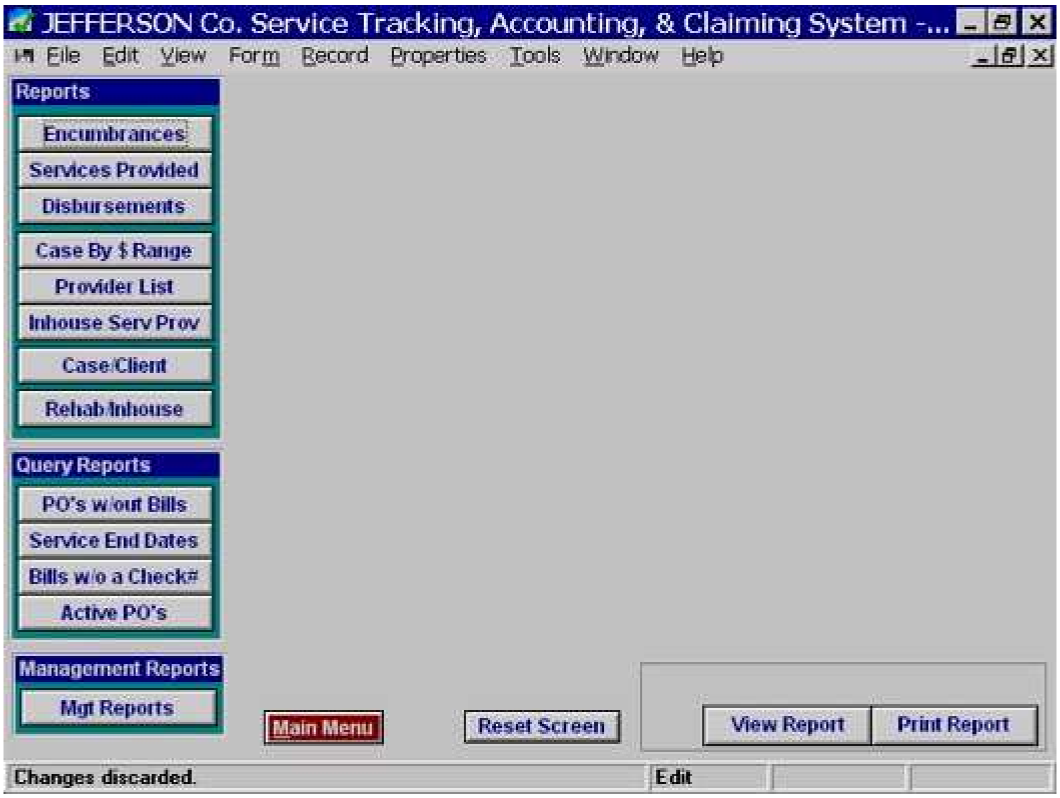
OVERVIEW OF IMPROVEMENTS AND CHANGES

Many improvements and changes have been made to the reports section of STAC. In short;

- All Ad Hoc reports have been moved here.
- The encumbrances, services provided, and disbursements reports are now just 3 buttons --with a check list for choosing the sort method.
- A “Quick Date” feature has been added to ease adding dates.
- There are many improvements to existing reports:
    - All encumbered reports now have a fiscal year summary breakdown
    - All have been fitted to prevent large numbers from being cut off
    - Services provided by SIC code now has an object summary
- New reports were added:
    - Management reports:
        - Expenditures by object code/vendor type
        - Dollars Authorized Amount Tracking by PO Status/PO
        - Disbursements Summary by Provider and SIC
        - Disbursements Summary by Supervisor and Worker
    - Disbursements by LGFS Fund and check #
    - Encumbrances and disbursements by Object Code
    - Services provided by worker
    - Disbursements by SIC code
    - Services provided by check date range
- Queries run faster

REPORTS MENU

The new screen: Many of the former report buttons were removed from the new reports menu, but all the reports are still available. They are accessed in a different and more helpful way.



The new screen works in steps:

1. Pick the report.
2. Choose how it is to be sorted.
3. Pick a date range. (Encumbrance reports do not require a date range)
4. Click on **view** or **print**.

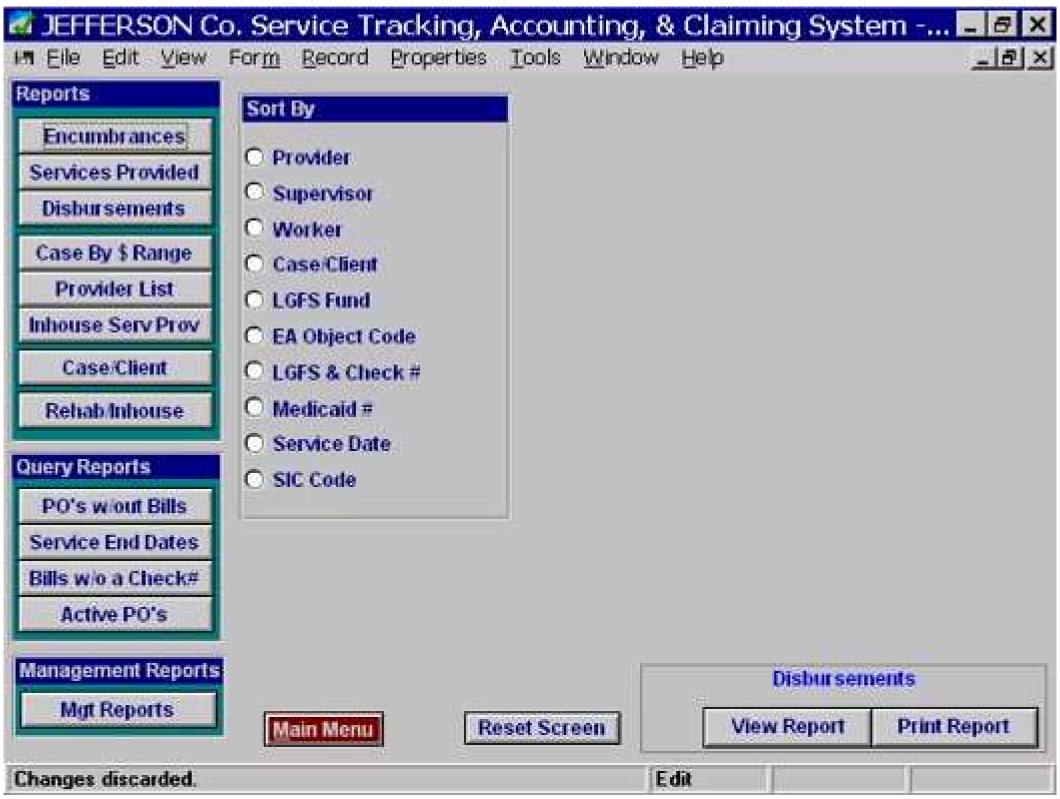
Note That…

- The standard reports from the old Reports screen are here
- The Ad-Hoc reports are now here
- The new management reports are here
- Here you choose to Print or View a report

USING THE REPORTS MENU

Example: To run a disbursements report by case/client for this quarter

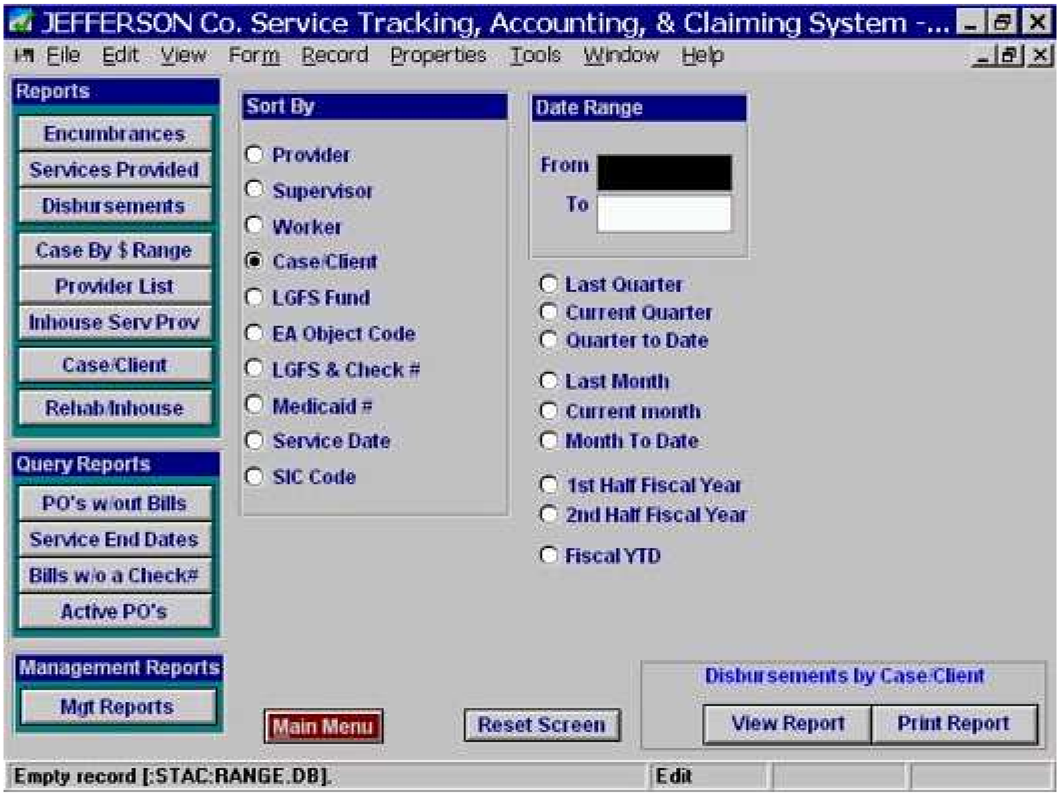
First click on disbursements.



When disbursements is clicked a new window appears displaying sort orders.

Also notice that the name of the report selected appears next to the view/print buttons.

Second, click on the sorting technique.

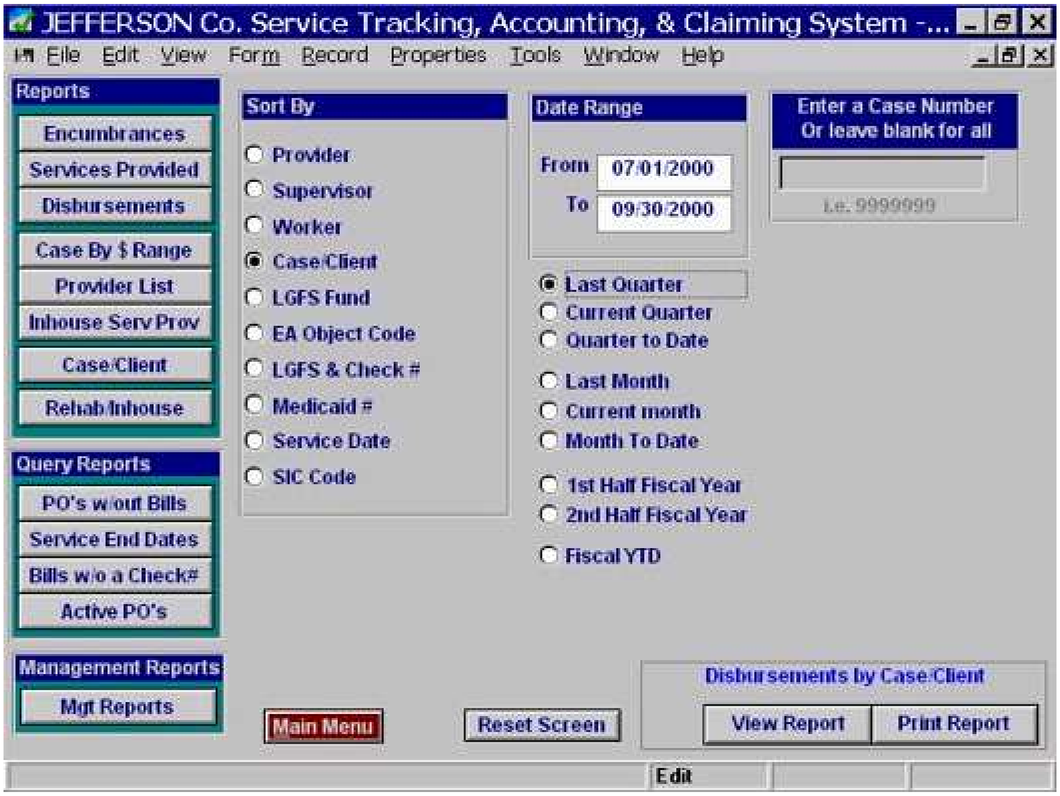


A new window with the date range appears.

Notice that you can also click on the quick date selection.

Also notice the report *and* sort order is now listed.

Third, <u>Enter</u> or click a date in the Date Range box



A filter for the Disbursements by Case report appears. Here a specific value for the report to be pulled by can be entered. If you want the report to show for all cases, then just hit the **ENTER** or **TAB** key to view/print report.

Note: Here you can use "search strings" (like those found in the lookup function).

For example, if you selected disbursements by SIC code, and only wanted it to show for 1-20, 28 and 29... in the filter box you would type <=20 or 28 or 29.

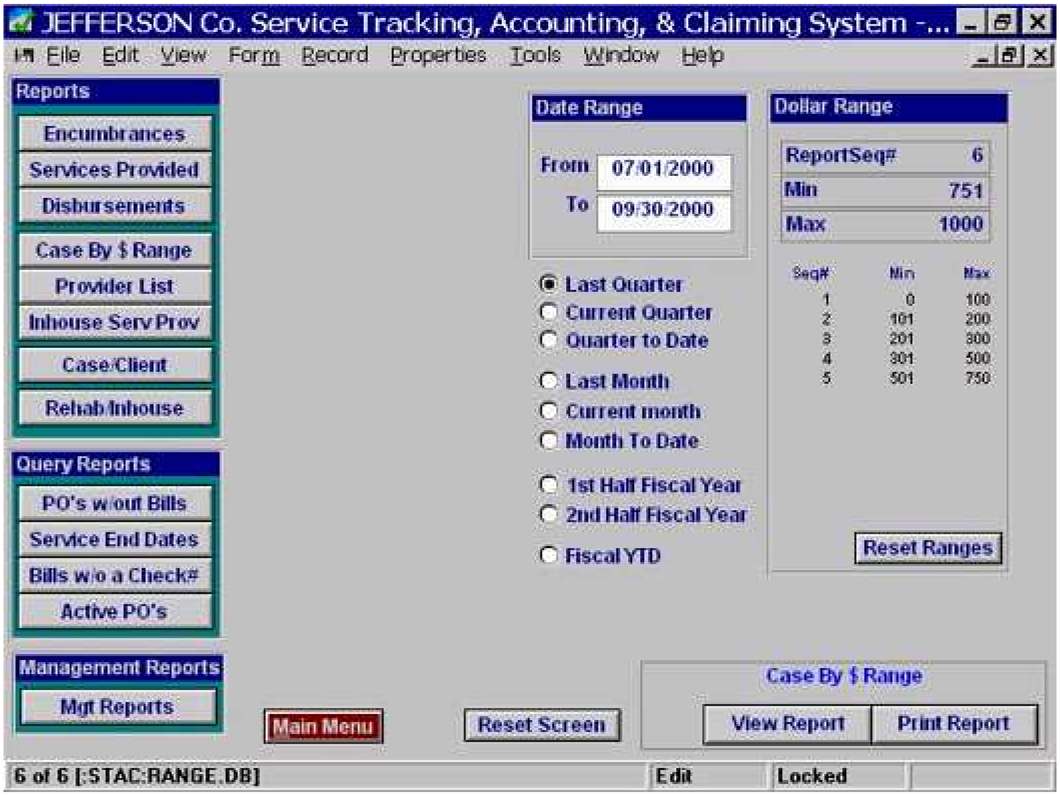
This can also be used for names and dates as well. Reference the STAC manual on page 33 for more information on using search strings. This page also has a brief explanation of the matching choices.

Take the time to practice using this screen --it's harmless and intuitive so the best way to learn how to use it is simply to experiment. The **sort, date** and **filter** windows will only appear for those reports that use them, i.e. the provider report opens no windows. After selecting it, you need only to view or print it.

Finally, notice that after a report is printed/viewed, the screen will still be displaying all your settings. This allows you to quickly change the filter or date range and re-run the report.

However, if you choose another report from the reports menu (the left most column), or, if you click the reset button the screen will reset itself.

An Exception: The Case by Dollar Range Report



The **Case by $ Ranges** button should be used to generate a report showing cases having had a certain amount of dollars actually disbursed. For example, the Range 1000 to 5000 should show all cases which have had from $1000 to $5000 disbursed during the particular date range period. (A check date falling into the Date Range Data Entry chosen must have been entered on Screen 3 - Service Billing Information).

It works the same as the other reports, except that a range table has been added to display the ranges entered.

Also, a correction has been made so that the range includes the minimum up to the maximum, but not including the maximum.

Enter or select the dates needed in the Date Range Data Entry fields. The Report sequence # Minimum and Maximum data entry box will be displayed.

Type a Report Sequence #1. Press **Tab** or **Enter**. Type in a minimum amount for the range. Press **Tab** or **Enter.** Type in a maximum amount for the range. Press **Tab** or **Enter.**

If other Report Sequences are needed (for example 1-99, 100-499, 500-999), continue to enter additional ranges. When all of the needed ranges have been entered, click on **View Report** or **Print Report.**

NOTE: YOU HAVE THE OPTION TO EITHER VIEW OR PRINT THE REPORTS FROM THE REPORT MENU. IF YOU CHOOSE TO VIEW AND THEN DECIDE YOU WANT TO PRINT A COPY OF THE REPORTS CLICK ON FILE, PRINT, AND OK.

ENCUMBRANCE REPORTS

The **Encumbrance Reports** do not require that a date range be entered as they are generated from **all active purchase orders**. They take longer to prepare for printing than the other reports. If the report needs to be canceled, press **Control/Break** to stop the generation process.

- The **Enc. By Case** button will generate a report entitled **Encumbered Amounts per Case**. It will show the dollars authorized to be spent on each case, the cost billed on each case, and the dollars remaining on each case for active POs. To view/print a report for one case, enter the Case # in the drop down box.

- The **Enc. By Client** button will generate a report entitled **Encumbered Amounts per Client**. It will show the dollars authorized to be spent on each client, the cost billed on each client, and the dollars remaining on each client for active POs. To view/print a report for one client, enter the client's SSN in the drop down box.

- The **Enc. By PO #** button will generate a report entitled **Encumbered Amounts per PO #**. This report will show the dollars authorized to be spent on each active PO #, the cost billed on each active PO #, and the dollars remaining on each active PO #. To view/print a report for one PO, enter the PO # in the drop down box.

- The **Enc. By Provider** button will generate a report entitled **Encumbered Amounts per Provider**. It will show the dollars authorized to be spent on cases sorted by each provider, the cost billed on cases sorted by each provider, and the dollars remaining on cases sorted by each provider for active POs. To view/print a report for one provider, enter the provider tax ID# and suffix in the drop down box.

- The **Enc. By Supervisor** button will generate a report entitled **Encumbered Amounts per Supervisor**. It will show the dollars authorized to be spent on cases sorted by supervisor, the cost billed on cases sorted by supervisor, and the dollars remaining on cases sorted by supervisor for active POs. To view/print a report for one supervisor, enter the supervisor's SSN in the drop down box.

- The **Enc. By LGFS Fund** button will generate a report entitled **Encumbered Amounts per LGFS**. This report will show the dollars authorized to be spent on cases sorted by each LGFS, the cost billed on cases sorted by each LGFS, and the dollars remaining on cases sorted by each LGFS for active POs. To view/print a report for one LGFS fund/subledger account, enter the LGFS fund/subledger account in the drop down box.

- The **Enc. By EA Object Code** button will generate a report entitled **Amounts per Object Code**. This report will show the dollars authorized to be spent on cases sorted by each Object Code, the cost billed on cases, and the dollars remaining on cases sorted by each Object Code for active POs. To view/print a report for one Object Code, enter the Object Code in the drop down box.

- The **Enc. By Service** button will generate a report entitled **Encumbered Amounts per Service**. It will show the dollars authorized to be spent on cases sorted alphabetically by service, the cost billed on cases sorted by service, and the dollars remaining on cases sorted by service for active POs. To view/print a report for one service, enter the SIC in the drop down box.

- The **Enc. By Worker** button will generate a report entitled **Encumbered Amounts per Worker**. This report will show the dollars authorized to be spent on cases sorted by worker, the cost billed on cases sorted by worker, and the dollars remaining on cases sorted by worker for active POs. To view/print a report for one worker, enter the worker's SSN in the drop down box.

SERVICES PROVIDED REPORTS

The following **Services Provided Reports** show information based on **service delivery dates**. **A DATE RANGE MUST BE ENTERED TO RUN THESE REPORTS.** Your choice of Date Range is not limited to what is shown on the screen. Any date range may be typed in.

- The **Serv. Prov. by Client** button will generate a report showing delivered services information sorted by Recipient. To view/print a report for one client, enter the client's Medicaid number.

- The **Serv. Prov. by Provider** button will generate a report showing delivered services information sorted by Provider. To view/print a report for one provider, enter the Provider's tax ID.

- The **Serv. Prov. by Service** button will generate a report showing delivered services information sorted by service. To view/print a report for one service, enter the Service Internal Code.

- The **Serv. Prov. by Worker** button will generate a report showing delivered services information sorted by worker. To view/print a report for one worker, enter the worker's SSN.

- The **Serv. Prov. by Check Date** button will generate a report showing all paid delivered services that fall within the date range chosen. (This is based on the date of the check.) This report may not have the same grand total as the first four since you are asking for a check date.

DISBURSEMENTS REPORTS

The following Disbursements reports show information on only those cases for which bills and check numbers have been entered. **A DATE RANGE MUST BE ENTERED TO RUN THESE REPORTS.** The information is based on check dates.

- The **Disb by Provider** button will generate a report showing only the dollars disbursed per case sorted by provider. To view/print a report for one provider, enter the provider's tax ID # and provider suffix in the drop down boxes.

- The **Disb by Supervisor** button will generate a report showing the dollars disbursed per case sorted by supervisor. To view/print a report for one supervisor, enter the supervisor's SSN in the drop down box.

- The **Disb by Worker** button will generate a report showing the dollars disbursed per case sorted by worker. To view/print a report for one worker, enter the worker's SSN in the drop down box.

- The **Disb by Case/Client** button will generate a report showing the dollars disbursed per case and client sorted by case number. To print a report for a particular case, enter the case # in the drop down box. To view/print a report for a client, enter the case # in the first box and the client's SSN in the second box. If a client has been in more than one case, a report may be generated for that client by not entering a case # in the first drop down box and entering the client's SSN or Medicaid number in the second drop-down box.

- The **Disb by LGFS Fund** button will generate a report showing the dollars disbursed per LGFS Fund and sorted by LGFS Fund. To view/print a report for a particular LGFS fund, enter the account number in the drop down box.

- The **Disb by EA Obj Code** button will generate a report showing the dollars disbursed per EA Object Code and sorted by EA Object Code. An object code summary will also print. To view/print a report for a particular EA Object Code, enter the object code in the drop down box.

- The **Disb by LGFS & Check #** button will generate a report showing the dollars disbursed per LGFS and Check #. To view/print a report for a particular LGFS fund, enter the LGFS fund in the drop down box.

- The **Disb by Service Date** button will generate a report showing the dollars disbursed per service date. To view/print a report enter the date of service.

- The **Disb by SIC Code** button will generate a report showing the dollars disbursed by SIC code. To view/print a report for a particular SIC code, enter the SIC code in the drop down box.

- The **Disb by Medicaid #** button will generate a report showing the dollars disbursed per client/child by their Medicaid #. To view/print a report for one child, enter the child's Medicaid # in the drop down box.

PROVIDER LIST REPORT

- The **Provider List** report button will generate a report of all Providers that have been entered on STAC. A date range is not required. The Providers are sorted by type. Click on **View Report** or **Print Report.**

IN-HOUSE SERVICE PROVIDER REPORT

- The **In-House Serv. Prov.** report button will generate a report showing the client, date of service, number of units, and type of service provided. There is a page break between each client so that copies can be placed in each client's record if desired. To view/print a report for a particular client, enter the client's SSN in the drop down box.

QUERY REPORTS

Queries may be run to produce the following reports:

- **PO without Bills** - This button will generate a report showing all active purchase orders which have no bills posted against them.
- **Service Authorization End Dates** - This button will generate a report to show all service authorizations, listed by worker, which have end dates during a certain time period. A menu will allow selection of a month. Click on the desired month. A menu will allow selection of a year. Click on desired year. A message will pop up to confirm the month and year. Click **Yes** if correct.
- **Bills without a Check #** - This button will generate a report of all bills that have been posted against a PO but do not have a check number or a date posted.
- **Active POs by Provider and Client** - This button will generate a report of all active POs sorted by Provider. The service recipient name, PO#, and case# will be displayed.

To access report, click on report button. To view a report, click on **View Report.** When report comes up, click on **Page** at the top of the screen. Select desired page, such as **Next**, **Last**, **Previous**, or **Go To...** (if more than one page is desired) to type in a specific page to be viewed.

MANAGEMENT REPORTS

- Expenditures by object code/vendor type.
  This is a summary of Flex funds spent by service codes for a given time period.

- Dollars Authorized Amount Tracking by PO Status/PO.
  This is a listing of all active and inactive POs for a given time period.

- Disbursements Summary by Provider and SIC.
  This is a summary of what has been paid for a given time period.

- Disbursements Summary by Supervisor and Worker.

This is a summary of what has been paid for by each Supervisor's workers for a given time period.

For a printed copy of the management report, click on Print Report at bottom of screen. To return to the Reports Menu, click on File at the top of the screen and then close.

Click on **Main Menu** to leave the reports menu and return to the STAC Main Menu.

CHAPTER 16

CASELOAD REPORT (WORKER REPORT)

CASELOAD REPORT (WORKER REPORT)

Active Caseloads Per Supervisor/Worker

Supervisor: ADAMS, WINIFERD N

Worker: CARLISLE, ROBYN P

Case #	Open Date	Case Name
142240	6/14/1996	WRIGHT, JOSEPHINE
144786	8/21/1996	JOHNSON, ROUMANIA J
150556	6/25/1996	JOHNSON, RUFUS
151284	4/23/1997	CLAUDIA HILL
159437	8/30/1996	*
180157	6/19/1996	BARIA, WENDY
182531	2/19/1997	MARGARET STANFORD

Worker: COLEMAN, REMIGIA T

Case #	Open Date	Case Name
109042	5/17/1996	HOLLOMAN, LINDA S
114226	8/13/1996	THOMAS, DARLENE
121479	6/3/1997	Saunja Johnson
126681	7/12/1996	TAYLOR, MARGARET
167935	4/24/1996	CURRY, EDITH

Worker: GORMON, MARY J

Case #	Open Date	Case Name
113677	2/10/1997	SANDRA ALLISON
186147	12/5/1995	DOTCH, BETTY A
186429	1/23/1996	ROBINSON, LORENA

Worker: MALONE, GARY D

Case #	Open Date	Case Name
81172	3/7/1997	CREOLA HOUSTON
85057	12/21/1993	BELL, MAMIE L
139472	3/9/1991	*
144969	2/1/1997	KATHLEEN MARTINEZ
164428	5/24/1991	CAROLYN PHILLIPS
185853	11/3/1995	MELANIE PHAREZ
190570	6/3/1997	DON COPELAND

Worker: MOORE, LISA R

Case #	Open Date	Case Name
154865	5/1/1997	NORA SPRAGUE
157062	11/14/1996	MCINNIS, KEELY
170180	8/6/1996	MCCOVERY, CATHERINE
189199	1/14/1997	TRACIE DAVIS

Worker: WEATHERSPOON, ALBERT E

Case #	Open Date	Case Name
78285	3/8/1996	LITTLE, IRA
88761	9/17/1996	MARTIN, CYNTHIA
127316	7/15/1996	STOKER, REBECCA
129735	3/23/1993	LAMBERT, MARY
131769	2/11/1982	BATES, BERNICE

To create a worker caseload report, click on the Caseload Report button on the STAC Main Menu screen. The report will reflect active cases only. STAC will prepare the worker caseload report. To print, click on **File**, then click on **Print**. Select the **O.K.** button.

<u>NOTE:</u> **This report is only pulling cases that have been entered on the STAC system.**

CHAPTER 17

PENDING REPORTS

(Rehab and/or In-House)

PENDING REPORTS

The **Pending Rehab Report** and the **Pending In-House Report** should be run on the first working day of each month. One person in each county office has been designated to run these reports. STAC only allows one report to be run each month. A claim will not be pulled for Rehab billing unless these five criteria are met:

1. Client must be Medicaid eligible
2. A check has been posted
3. The provider has an MPN
4. The service must be Medicaid reimbursable
5. Freedom of Choice must be coded **YES**

TO PRINT REPORTS

To run either of the reports, click on the indicated button at **STAC Main Menu**. This should give you a message box, "**Please confirm action**." You then have three options:

1. **Click Yes to close the month**
2. **Click No to just view the Report**
3. **Click Cancel to exit**

NOTE: **If the report requested has already been run, an error message will indicate the report has already been processed.**

OPTION ONE

If you click on **YES to close the month,** a message box will appear and ask (according to which report you selected).

"Do you wish to close and record the Rehab or Pending In-House Report?"

You then have the following three choices: **(1)Yes (2) No (3) Cancel.**

If you select **YES**, the report is prepared and printed. After the report is printed you see another message box: **Check Printer.** This also gives you three choices: (**1)Yes (2) No (3) Cancel**

If you selected **YES**, a message box appears with the following: **"Monthly Transactions closed and recorded."**

If you selected No, or Cancel , a message box appears with the following: "Close process canceled-fix printing problem and try again."

OPTION TWO

If you click on **NO to just view the report**, this will allow you to see the information that will be pulled before actually running the report and flagging the tables.

OPTION THREE

If you click on **CANCEL to exit**, this takes you back to the STAC Main Menu.

Make a copy of the reports and write "**copy**" on them. Retain the copies for county records. Mail the original to the Office of Financial Resources Management in the Family Services Division of the SDHR.

Before mailing your reports to the State Office, check for the following:

- No fractions of units should be entered. Claims will be automatically denied.
- Daily units seem excessive. If daily caps are exceeded, check to see that an EPSDT referral has been done. Also, units cannot be "batched". Each date of service must be a separate entry.
- Make sure all claims have billing recipient printed on them.

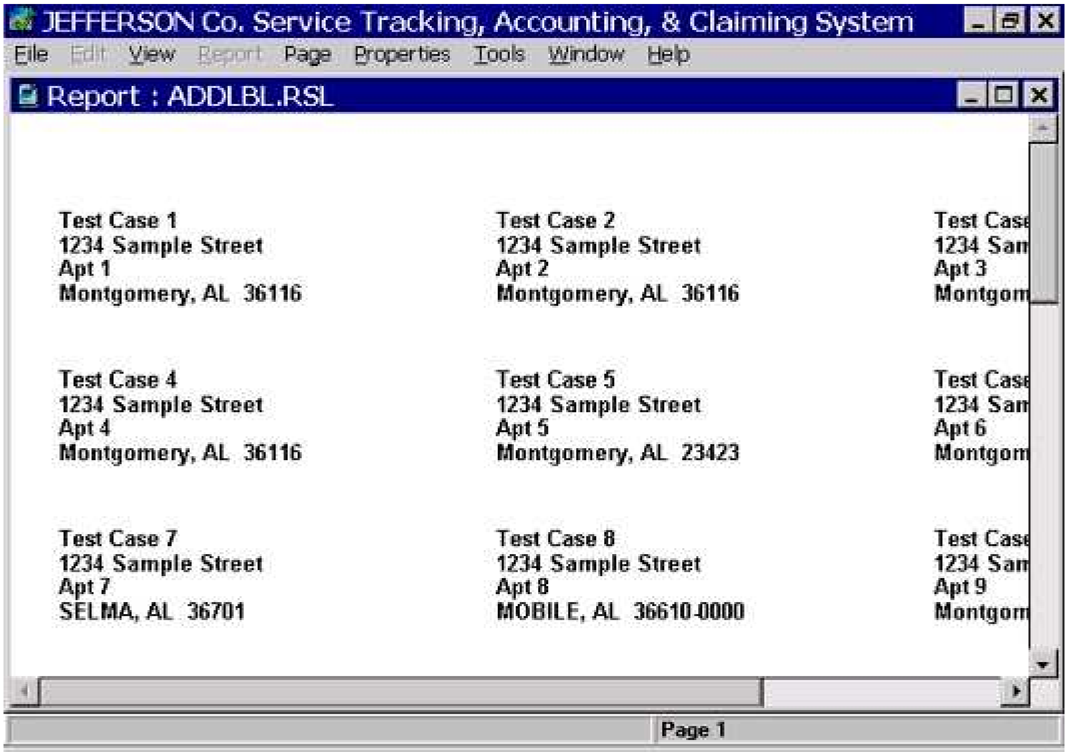
***NOTE*: This report can only be run one time each month. Payments are flagged for that month and will not appear on another report. If you must re-run the reports, please call the STAC Help Desk at (334)242-9519 or Attnet 220-9519 for instructions on removing the flags from the tables.**

To quit STAC and return to Windows, press EXIT on the Main Menu.

CHAPTER 18

MAILING LABELS AND PROVIDER LABELS

MAILING LABELS

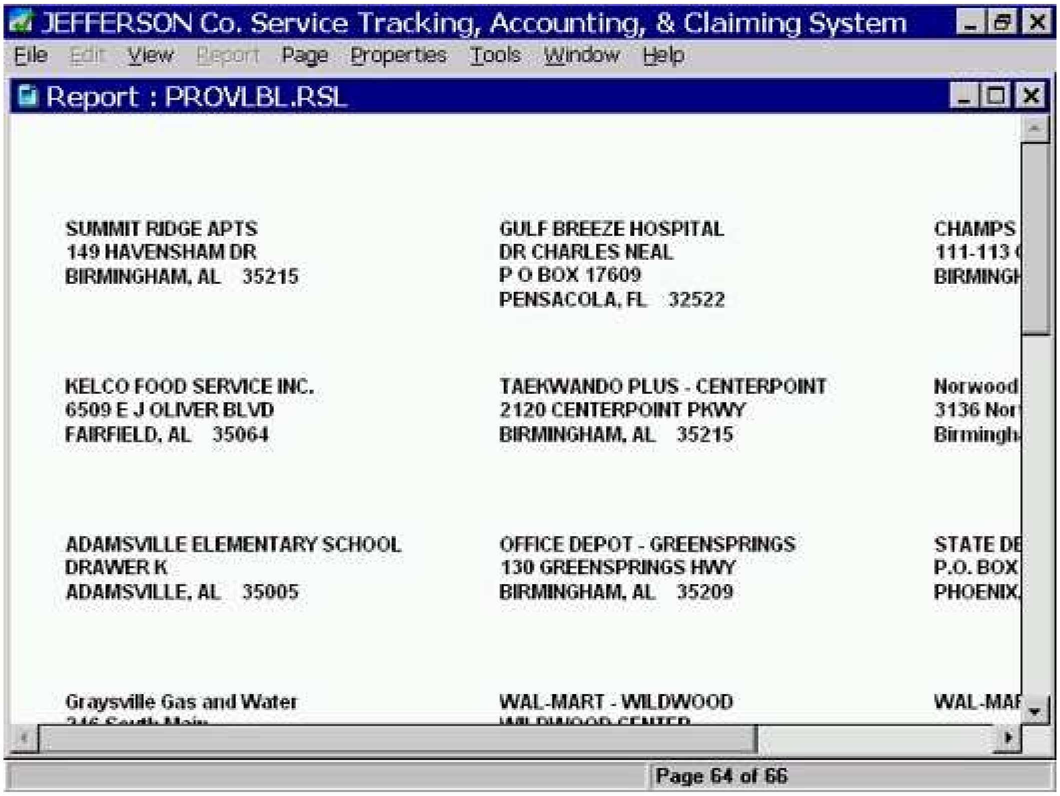


To print mailing labels for all the open cases in STAC, go to the STAC Main Menu. Click on **View** in the menu bar. Click on **Mailing Labels** to print client labels. If provider labels are desired, click on **Provider Labels**. The screen will display a section of the first page of the mailing labels. Click on **File**, click on **Print,** choose any options needed in the Print File box, load labels in the appropriate printer, and click on **OK**.

Above is an example of Provider mailing labels. Provider labels are not separated by type of provider.

<u>NOTE</u>: Client labels are generated by Case Name and will appear just as they are entered on the Case/Client Data screen, for example, first name and last name, or last name followed by first name. Provider labels will appear as they are entered in the Provider Name field on the Provider Data screen.

PROVIDER LABELS



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